

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

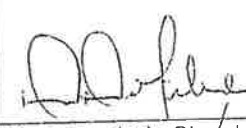
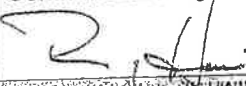
# COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 11

Collisions, Enforcement, and Services

Command: Fresno Area	Division: Central Division	Number:
Evaluated by: Lieutenant Damon Gilmore		Date: May 27-28, 2010
Assisted by: Sergeant Matt Drewry, Sergeant Don Tripp		Date: May 27-28, 2010

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION				Lead Inspector's Signature:	
<input checked="" type="checkbox"/> Division Level		<input type="checkbox"/> Command Level			
<input type="checkbox"/> Executive Office Level		<input type="checkbox"/> Voluntary Self-Inspection			
Follow-up Required:		<input type="checkbox"/> Follow-up Inspection		Commander's Signature:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
				Date: 6/20/10	
Note: A "Yes" response indicates full compliance with policy. If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.					
Questions 1 through 3 pertain to Data Collection.					
1. Is the information in Program 10 reports used by the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
2. Is any additional information used by the Area to prepare scheduling, beat priorities, Special Enforcement Unit (SEU) enforcement, or grant applications?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Traffic complaints, special construction, and SSP information.	
3. Do supervisory or management staff convey this data to field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Training days, briefings, 100 forms.	
Questions 4 through 9 pertain to Collision Reduction Plans.					
4. Does the Area have a Collision Reduction Plan? Attach to this report.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Strategic Plan.	
5. Does the Collision Reduction Plan address specific problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
6. Are goals and objectives measurable?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
7. Have collisions been reduced since the inception of the plan?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
8. Did road patrol officers assist in the formulation of the plan(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
9. Do supervisors or managers discuss the Collision Reduction Plan in briefing or training days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
Questions 10 through 15 pertain to Deployment and Scheduling.					
10. Are beat priorities set based on collisions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
11. Are beat priorities reviewed on a regular basis for accuracy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
12. Is the priority schedule consistent with collision and congestion times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
13. Is the Area beat guide current on beat-specific descriptions and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
14. Does the Area have a list of reoccurring special events?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:	
15. Has overtime been budgeted for these events?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Budget controlled by Division.	



7/2/10 10:10

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16. Are supervisors and managers scheduled based on high activity and special event times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Are motorcycle officers scheduled separately?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Are alternate riders available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: One alternate.
<b>Questions 19 through 33 pertain to Enforcement.</b>				
19. Do the officers prepare documents in accordance with HPM 100.9, Enforcement Documents Manual?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to exceptions document.
20. Are Area personnel preparing Collision Reports in accordance with HPM 110.5, Collision Investigation Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
21. Are hit and run collisions being adequately investigated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Do arrest reports contain enough evidence to charge the offenses requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to exceptions document.
23. Do arrest reports contain the proper headings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Do the officers follow HPM 70.4, DUI Enforcement Manual, in regards to Field Sobriety Testing and Chemical Testing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the Area's Standard Operating Procedures (SOP) regarding Preliminary Alcohol Screening (PAS) devices in compliance with HPM 70.4?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Does the Area keep accurate and updated forms CHP 202J, Preliminary Alcohol Screening (PAS) Device Out/In Usage Log, in compliance with HPM 70.4?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. Is the Area in compliance with HPM 100.4, Radar Speed Enforcement Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Per Central Division's Biennial Audit.
28. Do the Area's Sobriety Checkpoint Plans conform to HPM 70.4?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
29. Do the CHP 205, Sobriety/Driver License Checkpoint Activity Report, forms concur with the checkpoint plan?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Is the Area's Drug Recognition Expert (DRE) program in compliance with GO 70.14, Peace Officer Standards and Training, and HPM 70.4?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to exceptions document.
31. Does the Area have SOP regarding call out procedures for DREs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to exceptions document.
32. Are the DRE training records up to date, including decertification?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to exceptions document.
33. Does the Area have an SEU?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<b>Questions 34 through 41 pertain to Services.</b>				
34. Does the Commander emphasize the importance of service as outlined in GO 100.45?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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35. Does the Area have SOP for females in need of assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Not required by policy.
36. Do CHP 415, Daily Field Record, forms reflect services provided to disabled motorists?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
37. Are CHP 422, Vehicle Check/ Parking Warning/ Highway Damage Report, used in accordance with policy contained in HPM 100.9?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to exceptions document.
38. Are vehicles stored, if left on the freeway longer than four hours?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
39. Are all uniformed employees annually trained in GO 100.6, Special Relationships?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Refer to exceptions document.
40. Are collision reports available within eight days? If not, what percentage are available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Year end strategic plan report indicated a 73% compliance for T/C reports available within eight days.
41. Are the headings in collision reports in compliance with HPM 110.5?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level	Total hours expended on the inspection:  45	<input type="checkbox"/> Corrective Action Plan Included  <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to:  Due Date:	
Chapter Inspection:		
Inspector's Comments Regarding Innovative Practices:		

Command Suggestions for Statewide Improvement:
------------------------------------------------

Inspector's Findings:
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The Central Division Inspection South Sector Team conducted an inspection per HPM 22.1, Command Inspections Program Manual, Chapter 11, Collisions, Enforcement, and Services. The inspection team arrived in the Fresno Area on Thursday, May 27, 2010, and completed their work on Friday, May 28, 2010. The following inspectors worked the corresponding hours as indicated below:

Inspector	Number of Hours
Lieutenant D. D. Gilmore, ID 13666	15
Sergeant D. P. Tripp, ID 15520	15
Sergeant M. J. Drewry, ID 15798	15
Total	45

This inspection was conducted using the methodology contained in Chapter 11 of HPM 22.1.

**Collisions:**

A random sample of 60 individual collisions from the review period were selected for assessment, to determine if the reports and investigations were properly formatted and met the minimum requirements

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as specified in HPM 110.5, Collision Investigation Manual, whether hit and run investigations were sufficiently investigated, and if proper prosecution was sought.

**Deployment and Scheduling:**

The current collision reduction plan (Strategic Plan) in place was reviewed to ensure it was measurable, complete, flexible, and understandable. The current beat priority was analyzed to evaluate the command's method for determining staff scheduling priorities, impact from vacation scheduling, known special events, and administrative coverage based on the priorities for road patrol, and to determine if the beat descriptions and instructions are current and in compliance with GO 100.64, Beat Descriptions.

**Enforcement:**

A random sampling of 20 arrest reports not related to DUI or vehicle theft were reviewed to determine if the elements of the offenses charged were being established and documented properly, whether supervisors are reviewing the reports, and if the officers are following state law and policy (e.g. juvenile notification requirements, citizen arrest procedures, etc.). A sample of 50 DUI reports were reviewed as well, including closed cases. The goal was to determine if the proper documentation is included in the report, if personnel were adhering to policy contained in HPM 70.4, Driving Under the Influence Enforcement Manual, in regards to field sobriety tests and chemical testing, and if proper prosecution is being sought.

The Area's Standard Operating Procedure (SOP) regarding Preliminary Alcohol Screening (PAS) devices and the CHP 202J, Preliminary Alcohol Screening Device Out/In Usage Log, was reviewed to determine if local policies were in compliance with HPM 70.4. In addition, SOP was reviewed to determine local procedures relating to the Drug Recognition Expert (DRE) program, including call out procedures.

#19: A random sampling of 50 enforcement documents for calendar year 2009, specifically CHP 215's and CHP 281's, revealed officers do not consistently write the insurance policy number or complete the age box on CHP 215's, as required by policy contained in HPM 100.9. CHP 267's were sampled and found to be completed in accordance with policy.

#20: A random review of 60 collision reports between 2007 and 2009 indicated Area personnel had prepared collision reports in accordance with HPM 110.5.

Area currently has three assigned Accident Investigation (A/I) review officers who share the responsibility for reviewing an average 350 collision reports a month. According to the A/I review officers, the general rate of returned for reports needing corrections is approximately 75 percent. The majority of the errors encountered during review process are minor in nature. Often times the observed typos, misspellings, and other grammatical errors could have been fixed by the author if better proofreading had taken place prior to the report having been submitted for review.

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#21: Twenty hit and run collisions were randomly selected between the years of 2007 and 2009. The Area does an exceptional job with hit and run follow-up. This is due to a combined and consistent effort by all three A/I review officers and the Area supervisory staff. In order to stand the scrutiny of the review process, investigators are required to conduct thorough follow-up on investigative leads. Area protocol also requires investigators to have supervisory approval prior to using the "short" report format when investigative leads have been exhausted and the possibility of identifying an unknown driver is unlikely. A random review of 20 hit and run collisions showed tenacious follow-up by investigators with a majority of the reports requesting prosecution of previously unidentified individuals for hit and run violations.

#22, 23: A random sampling of 20 felony and misdemeanor arrest reports for calendar year 2009 revealed all reports contained enough evidence to support charging the offenses requested. The narratives of the arrest reports supported the charges listed on the face page. The investigations were found to be thorough and indicated appropriate follow-up was conducted. The reports contained the proper headings and the correct narrative format was used. A random sampling of 20 vehicle theft reports for 2009 were reviewed, including CHP 216 arrest reports and CHP 180 vehicle reports. The CHP 216 arrest reports were thorough, contained the proper headings, and the correct narrative format was used. Some of the CHP 180's that were completed for stolen vehicle incidents where no CHP 216 was prepared, contained little or no narrative information related to the thefts and would not suffice as stand-alone reports.

#24: A random sampling of 50 CHP 202's for calendar year 2009 were reviewed. The review revealed the vast majority of Area officers follow HPM 70.4 in regards to Field Sobriety Testing (FST) and Chemical Testing. The exceptions included nine reports, which did not indicate the investigatory questions were asked prior to FST's. One report contained the antiquated term "Alcohol Gaze Nystagmus" instead of the appropriate term "Horizontal Gaze Nystagmus". Some of the investigations did not include all of the Standardized Field Sobriety Tests as recommended, but not required, by policy. However, the additional tests given were authorized by policy, with one exception. This exception was one report in which the officer utilized Modified Position of Attention, which is not an approved FST.

Area obtains periodic case status reports from the district attorney's office, which the court officer uses to update the case status in AIS. However, the case status report usually only provides an indication of whether the cases were filed or rejected. There is not a consistent notification of convictions; therefore, a comparison of the number of arrests to the number of charges filed and the number of convictions could not be performed. The only way to conduct this comparison would be to query the Fresno County District Attorney's database. This would have been labor intensive and would have taken an inordinate amount of time to complete. Based on the fact that the vast majority of cases reviewed were filed by the district attorney's office, as determined by weekly case status reports sent by the district attorney's office, it was the opinion of the Inspection Team that overall, the investigations reviewed were properly documented and proper prosecution was being sought.

#27: The inspection team reviewed several CHP 215s on which radar was used as the primary source of the violation and the CHP 215's contained appropriate radar information. The Central Division Biennial Audit was completed on 10/03/08. Additionally, Area conducts radar audits on a regular basis.



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#28: Fresno Area files indicate they conducted three sobriety checkpoints in 2009, and one in 2010. The records for 2008 sobriety checkpoints could not be located. The diagrams for the checkpoints contained the location of all required signage.

#29: Area did not have a copy of one of the CHP 205's for the 2009 checkpoints. The CHP 205's Area had on hand were reviewed and were consistent with the operational plans.

#30: The Area DRE program is not currently in compliance with standards set by the International Association of Chiefs of Police (IACP) and policy contained in HPM 70.4. A review of Area CHP 202DRE reports in comparison with DRE certification dates of those officers who performed the evaluations, indicated seven formerly certified officers have continued to perform DRE evaluations after having allowed their certifications to lapse. In a few cases, the certification had lapsed three years prior to the last documented DRE evaluation.

Two former DRE officers in Area chose to de-certify as DREs prior to the lapse of their certifications. Both officers completed memorandums of de-certification as required by departmental policy.

#31: Area does not have DRE call out procedures as required by HPM 70.4, page 11-4.

#32: Training records for Area DRE officers were not properly maintained within the Employee Training Record System (ETRS). The list of Area DRE's within the automated database is incomplete. The majority of "last" certification dates listed in the ETRS for Area DREs are incorrect.

#33: Area has two officers permanently assigned to focus on commercial vehicle violations and two more officers assigned to handle traffic complaints and focused enforcement in areas that support strategic plan goals.

**Services:**

For the Services portion of this inspection, a random sampling of 20 individual officers' CHP 415's, Daily Field Record, were reviewed to determine if the amount of service rendered is appropriate for the Area. Finally, a review of training and SOP regarding special relationships was conducted.

#37: The Area's SOP does contain local procedures relating to the use of CHP 422's; however, interviews of Area personnel revealed this portion of SOP is not consistently followed. The upper portion of the 422's are not consistently filled out or submitted to subsequent shifts.

#38: There were 73 storages for 22651(f) VC in 2009. A random sampling of 10 percent of these CHP 180's indicated the storages were appropriate. Considering the total volume of storages for the Area, vehicle storages for 22651(f) VC are rare. A few of the CHP 180's failed to make reference to the date and time the vehicle was left on the freeway, which would be useful in substantiating the reason for the storage.

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#39: A review of the Area ETRS deficiency report for Special Relationships training in 2009, indicated ten employees from the rank of sergeant and below missed the required third quarter training for various reasons. Of the ten who missed the training, four had transferred into Area after the scheduled third quarter training days had occurred. Three other officers were on injury status, one was on vacation, one was on military leave, and one was assigned to the CAMP program.

#40: In 2009, an average of 73 percent of Area collision reports were ready for the public within eight business days or less.

#41: A random sampling of 60 collision reports from 2007 to 2009 was reviewed for compliance with HPM 110.5. The collisions used the appropriate headings as recommended in HPM 110.5.

**FINDINGS REQUIRING FOLLOW-UP:**

1. Field personnel are not consistently completing CHP 215s, Notice to Appear, in accordance with HPM 100.9, relative to inclusion of the insurance policy number and driver's age.
2. Field personnel are not consistently completing CHP 180s, Vehicle Report, in accordance with HPM 81.2. When a CHP 180 is completed for a stolen vehicle and no CHP 216, Arrest/Investigation Report is completed; the CHP 180 recovery narratives are insufficient.
3. Although the Area has an SOP for the CHP 422 process, field personnel are not following the SOP or policy as contained in HPM 100.9.
4. Policy contained in Chapter 11 of HPM 70.4 requires commands to establish SOP of call out procedures for DREs. The command has no SOP specific to DREs.
5. Area should establish a process to ensure officers who have allowed their DRE certifications to lapse are no longer performing evaluations.
6. Training records for Area DRE's need to be updated in the ETRS. Area should ensure "original" certification dates are accurate and "last" certification dates are current for each Area DRE. Area should establish a suspense system or use ETRS deficiency reports to ensure employees conducting DRE evaluations have current certifications. The Area Training Coordinator should also establish a procedure to ensure timely notification is forwarded to the Area DRE Coordinator when an officer has allowed his certification to lapse or has chosen to decertify.
7. Management Memorandum 08-050, Strategic Plan Goal 1.2, Maximize Service to the Public and Assistance to Allied Agencies, lists a performance measure indicating that 90 percent of the Department's collision reports will be available to the public within eight business days by year-end of 2010. The Fresno Area's 2009 Strategic Plan Field Command Fourth Quarter Report indicated that in 2009, 73 percent of collision reports were in compliance with this performance measure.



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Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action
Corrective Action Plan/Timeline

Please provide your corrective action plan in the form of a memorandum.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE
	INSPECTOR'S SIGNATURE	DATE
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

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Command:	Division:	Area No.:
Fresno Area	Central	435
Evaluated By: Sgt. DeChamplai		Date:
Assisted By:		

Utilize the 'Comments' section to provide details regarding changes in totals or any other significant details.

Month	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Totals	Percentages		
														Total Incidents	Arrests	Filed
Number of Investigations (excluding DUI and 10851)	55	42	48	48	49	40	60	49	43	60	54	68	616			
Number cleared by arrest	55	42	48	48	49	40	60	49	43	60	54	68	616	NA		
Number filed by district attorney (D.A.)	44	33	36	43	45	35	38	31	23	35	24	32	419			
Number of convictions	11	11	6	7	9	12	14	7	5	12	6	8	108	NA	NA	NA
Number of DUI arrests	218	208	253	230	248	221	247	249	221	187	223	173	2,678			
Number filed by district attorney (D.A.)	202	197	241	223	239	208	226	234	192	168	194	140	2,464	NA		
Number of convictions	118	108	107	93	137	125	139	156	124	96	122	89	1,414	NA	NA	
Number of vehicles stolen	26	14	25	22	14	28	29	27	16	20	19	22	262			
Number of vehicles recovered	134	68	107	115	88	129	91	122	80	73	105	116	1228			
Number cleared by arrest	12	3	8	14	3	5	8	10	8	6	8	6	91	NA		
Number filed by district attorney (D.A.)	9	3	8	14	2	5	3	6	4	1	4	1	60	NA	NA	
Number of convictions	3	1	3	4	0	0	2	3	4	0	5	0	25	NA	NA	NA

Comments: